

Information Sharing Between DVR & Higher Education Institutions

WFAA Summer Conferences
June 2005

Purpose Statement

The purpose of this procedure is to ensure efficient and accurate student data-sharing between the Division of Vocational Rehabilitation (DVR) and the colleges and universities, and to maintain high standards of integrity, student privacy, and regulatory compliance.

Background

- 1992 DVR and WFAA develop Memorandum of Understanding.
- Disparity over time.
- 2003 DVR policy change of direct payments to clients.

Background, cont.

- Policy change brings about need for improved data exchange method in order to ensure regulatory compliance by all parties.
- 2005 DVR staff, Council of Presidents, SBCTC, and some financial aid administrators devise new agreement, along with technical support from the HECB.

Key Elements of the Procedure

- New procedure replaces former Memorandum of Understanding.
- Technology is used to decrease exchange of paper documents.
- "Student Information Release" requires signatures, so it continues to be paper document.
- Shared financial data is sent to a single point - the Higher Education Coordinating Board (HECB) secure Web site. 6

Implementation Plan

- Proposed process used as pilot by selected DVR offices in early 2005-06.
- Feedback provided.
- Forms and guidelines finalized.
- Process implemented for all DVR offices & public institutions.
- Private institutions have option to sign individual agreements with DVR.

Guidelines

Guidelines will include:

- Agreement under which the process will operate.
- Glossary of terms.
- Detailed instructions for:
 - Completing the forms.
 - Transmitting the forms.
 - Using the HECB secure Web site.

HECB Secure Web Site

- Familiar to financial aid staff.
- Technological/desktop support.
- Conduit not a database for HECB use.
- Information is available on site for three months – can be retrieved by HECB for remainder of academic year. Then eliminated.





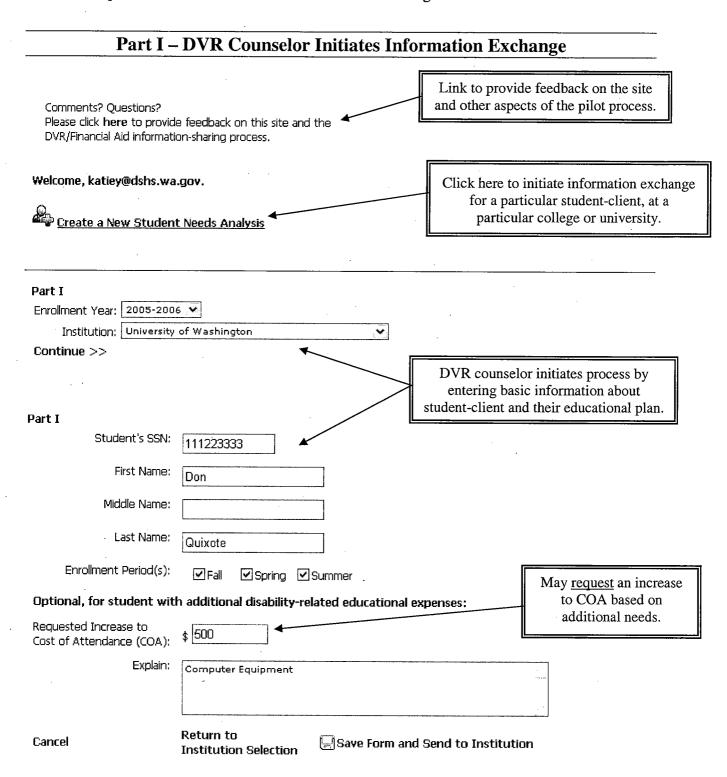
STUDIES SUBJECTION OF THE PARTY OF THE PARTY

INFORMATION EXCHANGE BETWEEN FINANCIAL AID OFFICES AND THE DIVISION OF VOCATIONAL REHABILITATION

The DVR/Financial Aid information exchange tool is located on the Higher Education Coordinating Board (HECB) secure Web site at: https://fortress.wa.gov/hecb/secure/login.asp.

Once a user is granted access to the DVR/Financial Aid function, they will receive e-mailed notifications when there is DVR-related paperwork awaiting their attention.

Essential steps of the DVR/Financial Aid information exchange are outlined below.



Completed Part I Appears on Institution's Menu

Welcome katieydvr@hecb.wa.gov.

Part I's Completed - Waiting for Institution Action: Student **DVR Staff** Actions Quixote, Don Katie Youngers ø 111223333 7/20/2005 10:32:36 AM Complete

Part II – Institution Staff Person Completes Initial Needs Analysis

Part I

Student's Name: Don Quixote

Enrollment: 2005-2006 Fall Spring Summer

SSN: 111223333

Institution: University of Washington

Part II

A. Cost of Attendance (COA): \$ 10000 Requested Increase to COA: \$500 Reason: Computer equipment. If Applicable, Additional Disability-Related Expenses Included in Above COA: \$ 500 B. Expected Family Contribution (EFC): \$ 1000 C. Student Need Before Aid (A minus B): \$ 9000.00 Requested COA increase appears

D. Gift Aid Awarded:

Pell Grant: \$ 500 Other Gift Aid: \$ 1000 Tuition Waiver(s): \$ 1000 Other Restricted Aid: \$ 0 Other Resources: 5 0 Total Gift Aid Awarded: \$ 2500.00 E. Unmet Need Before Loans or Work-Study (C minus D): s 6500.00

F. Potential Self-Help Aid:

Stafford Loan: \$ 2625 Perkins Loan: \$ 0 Federal Work-Study: \$ 1200 State Work-Study: \$ 2675

Don't Save, Go Back To Menu

Save Form

Completed Part II Appears on DVR's Menu

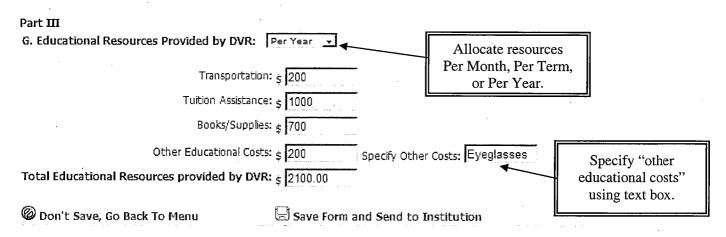
Part II's Completed - Waiting for DVR Action Student Institution Institutional Staff Actions 💫 <u>Quixote, Don</u> Katie Youngers University of Washington SSN:111223333 7/20/2005 10:55:17 AM Complete

IMPORTANT NOTE: If student-client is considering attending more than one college or university, a separate process must be begun with each institution. The DVR counselor may remove a student from the information-sharing process at any time if the student-client enrolls at a different institution or decides against pursuing higher education. Institution representative will be notified via e-mail of a student's removal.

on right-hand side. If included is

entered under Item A.

Part III - DVR Counselor Sends Summary of DVR Resources



Completed Part III Appears on Institution's DVR Menu

